

GET LICENSED TO BUILD


An Online Workshop for Getting Your Contractor's License

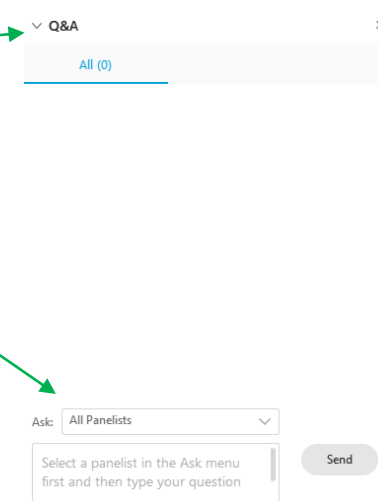
Welcome to the Workshop!



Please Note:



- CSLB Test Centers (7 of 8) Have Reopened
- Make Sure to Show Up for Your Exam(s)
- To Participate, Join on Webex – Link on Home Page: www.cslb.ca.gov
- Download This Presentation: www.cslb.ca.gov
- Archived Version will be Posted on CSLB's  YouTube Channel
- Use Q&A Feature to Ask a Question
- Send Your Questions to “All Panelists”
- Wait to Ask Questions about Experience



Q&A

All (0)

Ask: All Panelists

Select a panelist in the Ask menu first and then type your question

Send

Please Help Us



- Women in Construction

- CSLB is trying to identify available resources specifically targeted to women considering a career in construction
- Drop us an email: social@cslb.ca.gov
 - If you're a woman looking to get your contractor's license
 - To let us know about available resources or topics where you'd like more information

Disclaimer



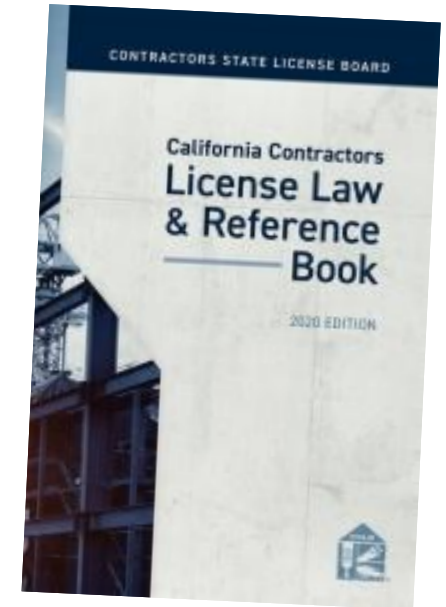
The information obtained during this webcast is not, nor is intended to be legal advice.

While this webcast contains general information, including legal guidelines for contractor license applications, it does not contain definitive statements of the law and may not reflect the most current legal developments in the construction industry.

Such guidelines communicated or discussed during the webcast are for informational purposes only.

If you have questions about the application of the law for specific situations, you should contact an attorney who is familiar with California construction law, or review the 2020 edition of the CSLB publication, “California Contractors License Law and Reference Book.”

You can download it for free on the CSLB website or purchase directly from the publisher:



Bonus Links

To Download Free Copy: https://s3.amazonaws.com/la-app-data-misc.dev/publicaccesspdfs/ca_contractors_2020.pdf/1.0.0

To Purchase: <https://store.lexisnexis.com/categories/shop-by-jurisdiction/california-157/california-contractors-license-law-reference-book-skuSKU47851/details>

What We'll Cover



Use Q&A to ask a question

- *Who Needs a License?*
- *Why Get a License?*
- *What You'll Need to Get a License – Minimum Qualifications*
- *Types of Business Entities*
- *CSLB License Classifications*
- *The Application Process*
- *Fingerprint Requirements – Criminal Background Check*
- *Demonstrating Work Experience*
- *The Exam Process*
- *Your New License*

Who Needs a License?



Use Q&A to ask a question

- **Construction projects priced at \$500 or more in both labor & materials**
 - Can't break down project into \$499 pieces
 - Cannot charge hourly rate to try and get around law
- **Definition of a Contractor** (*Business & Professions Code §7026.1*)
 - Any person, consultant to an owner-builder, firm, association, organization, partnership, business trust, corporation, or company, who or which undertakes, offers to undertake, purports to have the capacity to undertake, or submits a bid to construct any building or home improvement project, or part thereof.



Why Get a License?

Use Q&A to ask a question

- Take Pride in Being a Licensed Professional
- Valuable Contributions to Your Local Community
- Get Paid for the Work You Do
- You've Got Legal Options if Customers Don't Pay You
- Don't Have to Look Over Your Shoulder
 - No Fear of Getting Caught
 - Thousands of Dollars in Civil Penalties
 - Possibility of Criminal Charges
- There are No Educational Requirements to Get a License
- You Do Not Have to Go to a License Preparation School

What You'll Need to Get a License

Minimum Qualifications



Use Q&A to ask a question

- **CSLB Licenses Businesses/Entities**
 - License Qualifier Must Demonstrate Experience
- **Be at Least 18 Years-Old**
- **Have Either of the Following**
 1. Valid Social Security Number (SSN)
 2. Valid Individual Taxpayer Identification Number (ITIN)
- **Have Either of the Following Qualifying Experience (More Later)**
 1. You have at least four years' experience within the last 10 years (Since 2010) as a journeyperson, foreperson, supervising employee, or contractor in trade being applied for
 2. You get a qualifier for the license who has that experience

What You'll Need to Get a License

Minimum Qualifications



Use Q&A to ask a question

- Some of Your Education May Count Towards Your Required Experience
- Apprenticeship Program May Count
- Some of Your Military Service May Count
- Pass Two Exams (Taken on Computer)
 1. Law & Business
 2. Specific Trade
- Limited Specialty Trades – Law & Business Exam Only



More About Qualifiers

Use Q&A to ask a question

- **Before License is Issued**

- Qualifier Must Take and Pass All Required Exams or Qualify for Waiver
- Qualifier Must Undergo Criminal Background Check

- **After License is Issued**

- Qualifier is Responsible for Exercising Direct Supervision and Control of the construction operations, as well as for all workmanship issues
- Prime contractors are responsible for sub-contractor's work

Bonus Link →

Exam Waiver Info: https://www.cslb.ca.gov/contractors/applicants/contractors_license/waiver_application/Applying_For_License.aspx



Types of Business Entities

Use Q&A to ask a question

- **Sole Ownership**
 - Owner or Responsible Managing Employee (RME) may serve as qualifier
- **Corporation**
 - Either one of current officers, designated as Responsible Managing Officer (RMO), or a RME may serve as qualifier
- **Partnership**
 - Either of the General Partners or a RME may serve as qualifier
- **Limited Liability Company (LLC)**
 - A Responsible Managing Member, Responsible Managing Manager, RMO, or RME may serve as qualifier



Types of Business Entities

Use Q&A to ask a question

- **Three Classifications of Contractors**

1. **Class “A” – General Engineering Contractors**

Principal business is in connection with fixed works that require specialized engineering knowledge and skill

2. **Class “B” – General Building Contractors**

Principal business deals with any structure built, being built, or to be built, that requires as part of its construction at least two unrelated building trades or crafts

No limitation on framing or carpentry projects

3. **Class “C” – Specialty Contractors**

For construction work that requires special skill and whose principal contracting business involves the use of specialized building trades or crafts

- Examples include C-10 Electrical, C-20 HVAC, C-27 Landscaping, C-33 Plumbing, C-39 Roofing, C-46 Solar, C-53 Swimming Pool
- C-61 Limited Specialty (30 Limited Classes, including C-61/D-49 Tree Service)

Bonus Link

CSLB License Classifications Page: https://www.cslb.ca.gov/About_Us/Library/Licensing_Classifications/Default.aspx

Application/Certification Forms

[illegible]

CONTRACTORS STATE LICENSE BOARD

Mail Stop 49000, Sacramento, CA 95827
 Mailing Address: P.O. Box 90000, Sacramento, CA 95820
 800-352-7226 (Toll Free) 1-800-352-7226

www.cslb.ca.gov or CheckTheLicenseFast.com

STATE OF CALIFORNIA
 Governor Gavin Newsom

Certification of Work Experience

Please read the General Information on the previous page before beginning this form.

The qualifying individual from Page 1 of the application must complete the information in Part 1 below. Then, the certifier (person certifying the track duties, please attach a separate sheet that must also be signed under the same certification statement contained below in Part 2. Use a separate form for each employer or work setting. If you need additional forms, please make a copy of this blank form or visit CSLB's website or print the form.

Phone type or print neatly and legibly in black or dark blue ink.

FORMS CONTAINING STRIKEOUTS OR MODIFICATIONS MAY NOT BE ACCEPTED. Corrections must be indicated by the certifier.

PART 1 - QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

The Qualifying Individual must complete Part 1 in its entirety before the certifier completes Part 2.

1. QUALIFIER'S FULL LEGAL NAME (Last, First, Middle)	First	Middle
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED - OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX <input type="checkbox"/> IF YOU CHECKED THE BOX, SIGN AND GO TO #2 AND GO TO #4	LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED	
3. COMPANY'S BUSINESS STREET ADDRESS (Number/Street Only) - NO P.O. Boxes	City	State ZIP Code
4. WAS THE EXPERIENCE OBTAINED THROUGH A COURSE OR PROGRAM? (If an owner-builder, then previous page or otherwise) <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, CHECKED "YES" ABOVE, USE THE Course/Program Name Building Construction Project Experience from to provide information on completed projects		

PART 2 - WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

5. APPLICANT'S EXPERIENCE (Check one)	<input type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	FROM Month/Year TO Month/Year (Do NOT check "part-time" if higher experience than that obtained in the applicable classification.)	= YEARS (and MONTHS) (Do not count time for full-time work if applicant worked only part-time or fringe work or volunteer classification work or time spent on a project or as a volunteer on a specific trade or craft project.)
6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. PLEASE REFERENCE TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT AND ASSISTANCE. Do not list other work or activities unless they are relevant to the classification.				

7. My business relationship to:	Name of Qualifying Individual (Applicant)	
<input type="checkbox"/> Employer	<input type="checkbox"/> Construction License Number	
<input type="checkbox"/> Supervision	<input type="checkbox"/> Federal Employer	<input type="checkbox"/> Foreign or Supervisor
8. CERTIFIER'S BUSINESS STREET ADDRESS (Number/Street Only) - NO P.O. Boxes	<input type="checkbox"/> Union Representative	<input type="checkbox"/> Business Associate
PHONE NUMBER	CITY	State ZIP Code

I, the certifier, certify that I have read carefully the rules governing the time period outlined above. I certify under penalty of perjury, under the laws of the State of California, that the information provided is true and correct.

Date

Signature

Printed Name

Note: For information on the collection of personal information, please refer to the General Information and Instructions at the beginning of the application package, under the heading "Collection of Personal Information."

FOR CSLB USE ONLY

15A-11 (Rev. 06/17)

Certification of Work Experience

Use Q&A to ask a question

Bonus Links

CSLB Forms & Applications Page: https://www.cslb.ca.gov/About_Us/Library/Forms_And_Applications.aspx

Original License: <https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense.pdf>

Original License – Waiver: <https://www.cslb.ca.gov/Resources/FormsAndApplications/ApplicationForOriginalContractorsLicense7065Waiver.pdf>

Special Accommodation: <https://www.cslb.ca.gov/Resources/FormsAndApplications/SpecialAccommodationRequestForExamination.pdf>



The Application Process

Use Q&A to ask a question

1. Identify Who will be the Qualifier for Your License

- If you're using RME qualifier, determine if he/she can get for an exam waiver
- Qualifier is responsible for exercising direct supervision and control of company (Business & Professions Code 7068.1)
- Be aware of companies that connect you with qualifiers
 - Not willing or don't understand their responsibilities as qualifier

2. Complete the Correct Application

- "Application for Original Contractor License"
- "Application for Original Contractor License – Examination Waiver (7065)"



The Application Process

Use Q&A to ask a question

3. Determine Your Company Name (See Application for Examples)

- Your name cannot be misleading or imply that you qualify for a license classification other than what you are getting
- Corporate & LLC names must match exactly the name registered with the Secretary of State's Office
- The names of everyone on your Secretary of State registration must be listed on your CSLB application

4. Using a Doing Business As (DBA) Name

- Name cannot be misleading
- DBA must be used in all advertising, contracts, etc.



The Application Process

4. Get Certifications to Support Your Work Experience

- Even if you apply for an exam waiver
- Use Multiple Pages if Necessary

Use Q&A to ask a question

5. Be Sure to Note if You're a Military Veteran

- Some of your service may be applied to your experience qualifications
- Your application may be expedited
 - Honorable Discharge
 - Send copy of your DD 214 (*Certificate of Release of Discharge from Active Duty*)

6. Proofread for Any Missing Information

7. Don't Forget to Sign and Date the Application

8. Determine if You Need a Special Accommodation to Take Exams

- If so, complete request form & submit with application

Fingerprint Requirements

Criminal Background Check



Use Q&A to ask a question

- **The Following Must Submit a Full Set of Fingerprints**
 - All Applicants
 - Each Corporate Officer
 - Each Partner
 - Each Owner
 - Responsible Managing Employee
 - All Home Improvement Salespersons
- **California Residents Must Submit Fingerprints with Electronic “Live Scan”**
- **Attorney General: List of Open “Live Scan” Locations**
 - <https://oag.ca.gov/fingerprints/locations>



Fingerprint Requirements

Criminal Background Check

Use Q&A to ask a question

- **Out-of-State Applicants Must Submit Hard Copy Fingerprints**
 - May take 3-6 months to process
 - Consider traveling to California to get “Live Scan”

Fingerprint Requirements

Criminal Background Check



Use Q&A to ask a question

- **If You Have Any Criminal Convictions**
 - **CSLB May Only Deny License:**
 - If conviction is substantially related to the duties, functions, and qualifications of a contractor
 - If conviction involves fraud or a violent crime
 - **Other Factors CSLB Also Considers Includes:**
 - Nature and severity of the crimes
 - Amount of time that has passed since a conviction
 - Any evidence of rehabilitation submitted by the applicant
 - **CSLB Evaluates Criminal Convictions**
 - Felonies: 7 Years from Application Date (Back to 2013)
 - Misdemeanors: 3 Years from Application Date (Back to 2017)
 - Unless violent felony, certain sexual crimes, or financial crimes related to construction
 - **CSLB Denies Approximately 1% of Total Applications for Criminal Convictions**





Demonstrating Work Experience

- **Four Years Experience within Last Ten Years (Since 2010)**

Use Q&A to ask a question

- In Classification for Which You're Applying
- Journeyman Level
- Foreman
- Supervising Employee
- Contractor
- Owner-Builder

- **Journeyman**

- An experienced worker who is fully qualified, as opposed to a trainee, and can perform trade without supervision, or one who has completed an apprenticeship program



Demonstrating Work Experience

Use Q&A to ask a question

- **Use More Pages if You Need To**
 - Attach additional page(s) at end of each work experience form
- **Use Different Forms for Each Certifier**
- **Be as Accurate as Possible**
- **Don't Simply "Cut & Paste"**



Demonstrating Work Experience

“B” General Building Contractor – JOURNEYPERSON	
<i>Description must include hands-on work</i>	
BEST	UNACCEPTABLE



Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON

Description must include hands-on work

BEST

Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE



Demonstrating Work Experience

"B" General Building Contractor – JOURNEYPERSON

Description must include hands-on work

BEST

Bob performed rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE

Residential general building trades



Demonstrating Work Experience

“B” General Building Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Bob oversaw other staff at jobsite performing rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE



Demonstrating Work Experience

“B” General Building Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Bob oversaw other staff at jobsite performing rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE

Residential general building trades



Demonstrating Work Experience

“B” General Building Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST

As a construction lead on multiple projects, Bob supervised rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE



Demonstrating Work Experience

“B” General Building Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST


As a construction lead on multiple projects, Bob supervised rough and finish carpentry, concrete forming and pours, roughout plumbing and electrical, interior/exterior painting and flooring on residential homes.

UNACCEPTABLE

Residential general building trades



Demonstrating Work Experience

- Out of State Contractors 
 - Must include examples of out of work
 - Out of State
 - Military
 - Federal Lands
 - For a Government Entity
- Applicants can qualify as a journeyperson, foreperson or supervising employee
- TIP: Be specific about your duties and employment circumstances



Demonstrating Work Experience

“C-27” Landscaping Contractor – **JOURNEYPERSON**

Description must include hands-on work

BEST

Jane performed landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE



Demonstrating Work Experience

“C-27” Landscaping Contractor – **JOURNEYPERSON**

Description must include hands-on work

BEST

Jane performed landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE

Gardening, yard maintenance, planting



Demonstrating Work Experience

“C-27” Landscaping Contractor – **FOREPERSON**



Description must include some hands-on work and/or supervisory work

BEST

Jane oversaw other staff at jobsite performing landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE



Demonstrating Work Experience

“C-27” Landscaping Contractor – FOREPERSON

Description must include some hands-on work and/or supervisory work

BEST

Jane oversaw other staff at jobsite performing landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE

Gardening, yard maintenance, planting



Demonstrating Work Experience

"C-27" Landscaping Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST

As a construction lead on multiple projects, Jane supervised landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE



Demonstrating Work Experience

"C-27" Landscaping Contractor – SUPERVISING EMPLOYEE

Description should include explanation of how arrived at supervisor level

BEST


As a construction lead on multiple projects, Jane supervised landscape construction, maintenance and installation of sprinklers, ground plants, low voltage lighting, ornamental yard art, concrete mow strips and pathways and tree pruning.

UNACCEPTABLE

Gardening, yard maintenance, planting



Demonstrating Work Experience

- Out of State Contractors 
 - Must include examples of out of work
 - Out of State
 - Military
 - Federal Lands
 - For a Government Entity
- Applicants can qualify as a journeyperson, foreperson or supervising employee
- TIP: Be specific about your duties and employment circumstances



Demonstrating Work Experience

Use Q&A to ask a question

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Wage or Tax Documents and Paycheck Stubs Copies of state or federal income tax forms showing income from construction; end-of-year paycheck stubs; W-2; 1099; wage transcripts can be obtained from the IRS (800-829-1040)		 tax documents only	
Employer Contact Information Address, telephone, email			
Duty Statement Employer's description of scope of work performed			
Proof of Employer's Out-of-State License Status			
Notarized Certification of Work Experience Must be written in or translated into English			
Permits/Inspections Accompanied by statement describing the work the applicant performed			
Contracts Copies of completed and signed contracts, accompanied by statement describing time spent to complete project			

Bonus Link

Get this publication:

<https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf>



Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Itemized Bills, Work Orders, & Invoices			
Canceled Checks Copies of both sides from jobs the applicant performed, accompanied by a statement from the person who paid the check describing the work performed			
Deeds & Proofs of Sales For work done on applicant's own property, accompanied by statement describing the work performed			
Receipts for Material Accompanied by letter from individuals for whom work performed and materials used			
Education Sealed official transcripts (written or translated into English)			
Apprenticeship Certificate			

Use Q&A to ask a question

Bonus Link →

Get this publication:

<https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf>



Demonstrating Work Experience

Acceptable Documentation	Employed By a Contractor	Non-Licensed Self-Employed	Owner-Builder (B—General Builder Only)
Union Journeyman Book or Letter from Union Copies of hour printouts maintained by union			
Military Training Copy of DD214 or discharge papers			
Electrician Certification Copy of Certified Electrician card	 Employed by C-10 licensee only		
Chlorofluorocarbon (CFC) Certification* Copy of either Type II or Universal CFC Certification	 Employed by C-20 or C-38 licensee only		
Work Experience and DOSH Registration	 Employed by C-22 or Asbestos Certification licensee only		

Use Q&A to ask a question

Bonus Link →

Get this publication:

<https://www.cslb.ca.gov/Resources/Contractors/Journeymen/AcceptableDocs.pdf>



Filling Out Your Application

Use Q&A to ask a question

- Don't Cut & Paste This Presentation
- Don't try to get around trade test by applying for multiple subcategories under the C-61 Limited Specialty Classification
- Double-check your application for Any Missing Information
- Don't Forget to Sign and Date
- Don't forget to Include Application Fee
 - Original Application (Exam or Waiver for One Class): \$330
 - Initial License Fee (\$200) is Paid Later
- Mail or Hand Deliver to CSLB

Bonus Link

CSLB Office Locations: https://www.cslb.ca.gov/About_us/Contact_CSLB.aspx



Filling Out Your Application

Use Q&A to ask a question

SECTION 1 –BUSINESS NAME AND ADDRESS

Business Name: The legal business name will appear on the license and is the actual name under which the contracting business will operate. The full business name must be provided. The business name must not be misleading in relation to the classification(s) issued for that license and must be compatible with the type of business entity licensed. **Please refer to Page 1 of the General Information and Instructions for information on business name styles.**

1. FULL NEW BUSINESS NAME

2. CLASSIFICATION REQUESTED *(Only one classification may be requested on the original application if an exam is required.)*

3a. BUSINESS MAILING ADDRESS Number/Street or P.O. Box

City

State

ZIP Code

3b. BUSINESS STREET ADDRESS Number/Street Only – **NO** P.O. Boxes or PMBs

City

State

ZIP Code

3c. BUSINESS PHONE NUMBER

()

BUSINESS FAX NUMBER

()

BUSINESS EMAIL ADDRESS



Filling Out Your Application

Use Q&A to ask a question

SECTION 2 – BUSINESS ENTITY

Corporations must provide a current and active California Secretary of State corporate registration number below. **Please be sure to write the corporate titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4.** **Partnerships** must list their federal employer identification number (FEIN) below (personal Social Security numbers and individual taxpayer identification numbers [ITIN] are **not** acceptable). **Limited liability companies (LLC)** must provide a current and active California Secretary of State registration number below. **If this LLC has officers, please be sure to write the titles (president, secretary, and treasurer) in the space provided for the appropriate personnel in Sections 3 and 4.** (See Pages 2 and 3 of the General Information and Instructions for more information.)

4. NEW BUSINESS WILL OPERATE AS A (check only one)

- ☐ Sole Ownership ☐ Partnership – Federal Employer ID # _____
☐ California Corporation # _____ ☐ Limited Liability Company # _____



Filling Out Your Application

SECTION 3 – QUALIFYING INDIVIDUAL FULL LEGAL NAME AND ADDRESS

Use Q&A to ask a question

Qualifying Individual (Qualifier): A qualifying individual is required for every classification on every license issued by CSLB. You must provide **full legal names** of all individuals. (See Pages 3 and 4 of the General Information and Instructions for more information on completing this section.)

5a. QUALIFIER'S FULL LEGAL NAME Last	First	Middle	DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN
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5b. RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs	City	State	ZIP Code
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6. QUALIFIER'S EXISTING / PREVIOUS CSLB LICENSE NUMBER(S) (If none, enter "N/A")	PERCENTAGE OF NEW BUSINESS OWNED BY THE QUALIFIER _____ %	DRIVER LICENSE NUMBER	RESIDENCE PHONE NUMBER ()
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7. TITLE OR POSITION (**check only one**) Officer titles – president, secretary, and treasurer for California corporations and for LLCs that have officers; president only for foreign corporations. **All** LLCs must have at least one (1) manager or member.

☐ Owner ☐ Qualifying Partner ☐ Responsible Managing Employee (RME)* ☐ Responsible Managing Member

☐ Responsible Managing Manager ☐ Responsible Managing Officer (RMO) – Title(s): _____

* RMEs are prohibited from having an active sole ownership license. Please visit CSLB's website for an Application to Inactivate Contractor's License, if needed.

8. I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to Business and Professions Code (BPC) section 7145.5.

Date	Signature	Printed Name
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Filling Out Your Application

Use Q&A to ask a question

SECTION 4 – PERSONNEL FULL LEGAL NAMES AND ADDRESSES (Other than Qualifying Individual)

The following must be **completed by all individuals and companies that will be listed on the license**. You must provide **full legal names** of all individuals. Each individual must sign the certification statement under penalty of perjury. (See Page 4 of the General Information and Instructions regarding company personnel.)

9a. PERSONNEL FULL LEGAL NAME Last First Middle			DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN	
RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs City			State	ZIP Code	DRIVER LICENSE #
TITLE OR POSITION (check only one) <input type="checkbox"/> Owner <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> Officer - Title(s) _____				RESIDENCE PHONE NUMBER ()	
I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.					
Date		Signature		Printed Name	
9b. PERSONNEL FULL LEGAL NAME Last First Middle			DATE OF BIRTH	SOCIAL SECURITY NUMBER or ITIN	
RESIDENCE ADDRESS Number/Street Only – NO P.O. Boxes or PMBs City			State	ZIP Code	DRIVER LICENSE #
TITLE OR POSITION (check only one) <input type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Member <input type="checkbox"/> Manager <input type="checkbox"/> Officer - Title(s) _____				RESIDENCE PHONE NUMBER ()	
I certify under penalty of perjury under the laws of the State of California that all statements, answers, and representations made in this application, including all supplementary statements attached hereto, are true and correct, and that I have reviewed the entire contents of this application. In signing and submitting this application, I also authorize the Franchise Tax Board to provide CSLB with required tax information pursuant to BPC section 7145.5.					
Date		Signature		Printed Name	



Filling Out Your Application

SECTION 6 – QUALIFIER EDUCATION, APPRENTICESHIP, LICENSURE, AND MILITARY

Applicants must answer the following questions and may be granted credit toward licensure requirements or receive expedited processing as noted below. Question 20 pertains only to individuals applying for sole ownership business entity licenses. Please refer to Pages 5 and 6 of the General Information and Instructions for more information. If you checked “Yes” in response to any question, please provide the requested documentation.

17. Have you completed an educational or apprenticeship program?

If you checked “Yes” for this question, you may be granted credit for **completed training in an accredited school** if you:

- Submit transcripts for a four-year degree, two-year degree (or less), technical training (must include course hours and descriptions), and all other degrees in a business or construction-related field.

Transcripts must be certified official and received directly from the educational institution in a sealed envelope. *(If you received your degree outside the United States, your transcripts must be translated, if in a language other than English, and evaluated by an accredited evaluation service that does business within the United States.)*

☐ Yes ☐ No

You may be granted credit for a **completed apprenticeship program** if you:

- Submit a copy of your apprenticeship certificate; **AND**
- Enter the beginning and ending dates of your completed apprenticeship program:

From _____ to _____
Month/Day/Year Month/Day/Year

(The apprenticeship period cannot overlap the journeyman-level experience period being certified on the Certification of Work Experience.)



Filling Out Your Application

Certification of Work Experience

Use Q&A to ask a question

PART 1 – QUALIFYING INDIVIDUAL (APPLICANT) INFORMATION

The qualifying individual must complete Part 1 in its entirety before the certifier completes Part 2.

1. QUALIFIER'S FULL LEGAL NAME		Last	First	Middle
2. BUSINESS NAME OF COMPANY WHERE EXPERIENCE WAS GAINED – OR, IF YOU WERE SELF-EMPLOYED, LEAVE THIS SPACE BLANK AND CHECK THIS BOX <input type="checkbox"/> (If you checked the box, skip line 3 and go to line 4.)				LICENSE NUMBER OF COMPANY WHERE EXPERIENCE WAS GAINED
3. COMPANY'S BUSINESS STREET ADDRESS		Number/Street Only – NO P.O. Boxes	City	State ZIP Code
4. WAS THE EXPERIENCE OBTAINED <u>WORKING ON YOUR OWN PROPERTY</u> AS AN OWNER-BUILDER (see previous page for definition)? <input type="checkbox"/> Yes <input type="checkbox"/> No If you checked "Yes" above, use the Owner-Builder B-General Building Construction Project Experience form to provide information on completed projects.				



Filling Out Your Application

Certification of Work Experience

Use Q&A to ask a question

PART 2 – WORK EXPERIENCE AND CERTIFICATION STATEMENT

The certifier must complete Part 2 in its entirety after the qualifying individual (applicant) has completed Part 1.

5. APPLICANT'S JOURNEYMAN-LEVEL OR HIGHER TIME-BASE WORKED IN SPECIFIC TRADE DUTIES (check one):

☐ FULL-TIME ☐ PART-TIME }

FROM _____ TO _____ = _____ YEAR(S) and _____ MONTH(S)

Month/Day/Year Month/Day/Year

(List **ONLY** journeyman-level or higher experience that was obtained in the applicable classification.)

(Do not claim credit for full-time work if applicant worked only part-time or if trade duties in requested classification were only one component of entire job. For example, if applicant worked half-time in specific trade duties for six (6) years, write "3 years" in the space above.)

6. IN THE SPACE BELOW, LIST ALL SPECIFIC TRADE DUTIES APPLICANT PERFORMED OR SUPERVISED IN THE CLASSIFICATION FOR WHICH THEY ARE APPLYING. **PLEASE REFER TO THE DESCRIPTION OF CLASSIFICATIONS DOCUMENT FOR ASSISTANCE.** (Do not list office work or individual project names.)



Filling Out Your Application

Certification of Work Experience

Use Q&A to ask a question

7. My business relationship to _____ is or was (check all that apply):			
Name of Qualifying Individual (Applicant)			
<input type="checkbox"/> Employer	<input type="checkbox"/> Contractor (License Number _____)	<input type="checkbox"/> Foreman or Supervisor	
<input type="checkbox"/> Journeyman	<input type="checkbox"/> Fellow Employee	<input type="checkbox"/> Union Representative	<input type="checkbox"/> Business Associate
8. CERTIFIER'S STREET ADDRESS Number/Street Only – NO P.O. Boxes			
		City	State
ZIP Code			
PHONE NUMBER ()		FAX NUMBER ()	EMAIL ADDRESS
9. I certify that I have <u>direct knowledge of the work covering the time period outlined above</u> . I certify under penalty of perjury, under the laws of the State of California, that the information stated above is true and correct.			
Date	Signature	Printed Name	

Note: For information on the collection of personal information, please refer to the General Information and Instructions at the beginning of this application package, under the heading "Collection of Personal Information."

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GET LICENSED TO BUILD

Certification of Work Experience



Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

Use Q&A to ask a question

1. QUALIFIER'S (OWNER-BUILDER) FULL LEGAL NAME Last		First	Middle	PHONE NUMBER ()	
2. PROJECT STREET ADDRESS Number/Street Only – NO P.O. Boxes			City	State	ZIP Code
3. DO/DID YOU PERSONALLY OWN THE PROPERTY LISTED IN NUMBER 2 ABOVE? <input type="checkbox"/> Yes <input type="checkbox"/> No If you did not own the property, the work is not owner-builder. Business and Professions Code section 7044 relates to an owner-builder as "an owner who builds or improves a structure on his or her property."					
4. START DATE Month/Day/Year	COMPLETION DATE Month/Day/Year		How much time did you actually work on this project? _____ YEARS and _____ MONTHS		
5. STRUCTURE/PROJECT SQUARE FOOTAGE: (You must provide the square footage of the project improvement or the entire structure built, whichever applies.) Square Footage: _____					
6. BUILDING PERMIT NUMBER (Please attach a copy of your building permit and final inspection record to this project document.) Permit #: _____					
7. DESCRIBE THE FULL SCOPE OF THIS PROJECT: (For example: remodel, new construction, room addition, and list in detail the full scope of all trade work performed)					





Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

Use Q&A to ask a question

8. LIST ALL THE TRADE DUTIES *YOU PERSONALLY* PERFORMED: (For example: I installed sheetrock, I installed 4-ton HVAC unit, I installed 2500 sf concrete tile roof)

9. EXPLAIN HOW YOUR PAST EXPERIENCE, TRAINING, AND/OR EDUCATION PREPARED YOU TO PERFORM WORK ON THIS PROJECT:

10. PROVIDE THE NUMBER OF LABORERS USED AND THE TRADES THEY PERFORMED:



Filling Out Your Application

Owner-Builder B-General Building Construction Project Experience

Use Q&A to ask a question

11. PROVIDE THE NUMBER OF GENERAL CONTRACTORS OR SUBCONTRACTORS USED AND THE TRADES THEY PERFORMED:



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13A-64a (rev. 06/17)

Owner-Builder B-Gen. Bldg. Construction Project Experience

Checking Status of Application



Use Q&A to ask a question

- Today's Workshop Video on CSLB's YouTube Channel
- Use the CSLB Website
 - Check Online with Your Application Fee Number & PIN
 - Check Processing Times Online
 - Call Licensing Information Center (800) 321-CSLB (2752)

Bonus Links

CSLB YouTube Videos:

<https://www.youtube.com/user/ContractorsBoard/videos>

Check Application Status:

<https://cslb.ca.gov/OnlineServices/CheckApplication/SecuredApplicantRequest.aspx>

CSLB Processing Times:

<https://www.cslb.ca.gov/OnlineServices/ProcessingTimes/ProcessingTimes.aspx>

CSLB Fees

<https://www.cslb.ca.gov/AboutUs/Library/Fees.aspx>

CSLB Processing Times as of 06/15/2020	
The staff at the Contractors State License Board process thousands of documents daily. The documents are processed in the order of date received. The information below reflects the dates we are currently working on for each document type. This information is updated weekly.	
Original Applications Unit	Date Being Worked On
Exam Applications	05/22/2020
Scheduling Examinations for	2nd Week of MAY
Request for Re-Exam	03/12/2020
Waiver Applications	05/25/2020
Additional Class - Replacing the Qualifier Applications Unit	Date Being Worked On
Additional Class Applications	05/29/2020
Qualifier Replacement Applications	05/28/2020
IFS Applications	06/03/2020
Hazardous and Asbestos Certification Applications	06/03/2020

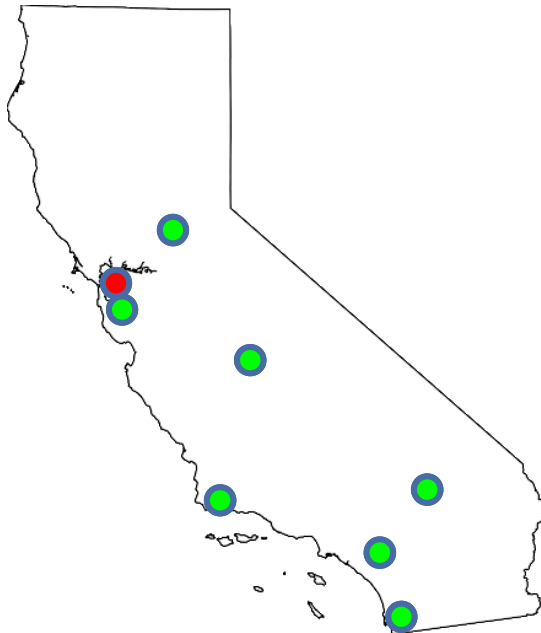


The Exam Process

Before the Exam

Use Q&A to ask a question

- When Your Application Has Been Accepted, CSLB Will Send You a “Notice to Appear for Examination” and Study Guide
- You Should Get Your Exam Notice at Least Three Weeks Before Exam Date
- You Can Schedule Your Exams at CSLB Test Centers Around California
 - Berkeley (Currently Closed)
 - Fresno
 - Norwalk
 - Oxnard
 - Sacramento
 - San Bernardino
 - San Diego
 - San Jose





The Exam Process

Before the Exam

Use Q&A to ask a question

- **Use of Translators**
 - CSLB may allow use of translator to read you the exam
 - Translator must be approved in advance
 - Don't show up on exam day with a translator if they haven't been pre-approved
- **CSLB Study Guides**
 - Lists the sections and topics covered by the exam
 - Includes sample questions
 - Shows how each section is weighted
 - Shows recommended resource materials to study
- **If You Fail to Appear for Your Exam**
 - You must pay a non-refundable \$60 rescheduling fee
 - Fee may be waived once with documented evidence of medical emergency or other circumstance beyond your control



The Exam Process

Before the Exam

Use Q&A to ask a question

- **COVID-19 Procedures**

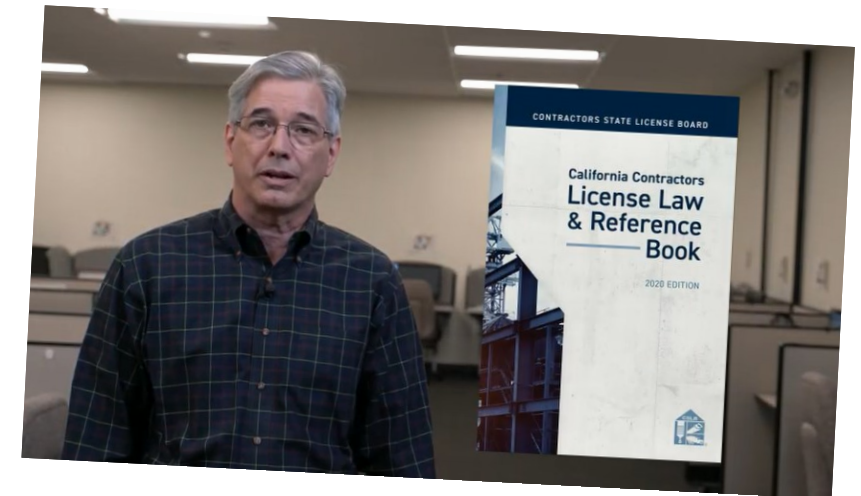
- Arrive at least 15 minutes early – Allow extra time to get checked-in
- You must wear a mask or other face covering
- If you appear ill, you will have to reschedule your exam for at least five days later, at no additional charge
- You will not be admitted into test center more than 15 minutes prior to the exam time

- **Watch “What to Expect on Test Day” Video**

Bonus Link

What to Expect on Test Day Video

<https://www.youtube.com/watch?v=fG9TGClwU8&t=2s>



The Exam Process

During the Exam



Use Q&A to ask a question

- **You'll Take Your Exam(s) on Touchscreen Computers**
 - You'll see an on-screen tutorial before starting exam
 - Your exam will consist of multiple-choice questions
 - Each question has space if you want to submit a comment about that question
 - You'll get 3½ hours to complete each exam
 - Arriving late may reduce the time you have to finish your exam
 - You'll get your results at the end of the exam

The Exam Process

During the Exam



Use Q&A to ask a question

- **If You Don't Pass**

- You won't be allowed to review the questions you missed, but you'll get a statement showing how you did on each section of the exam
- You can reschedule the exam as many times as you need within 18 months
 - Just pay a non-refundable \$60 rescheduling fee



The Exam Process

After the Exam

Use Q&A to ask a question

- **When You Pass All Exams, You'll Need to:**

- Pay \$200 for your initial license fee (**Expires in two years**)
- Complete CSLB's Online Asbestos Open Book Exam
- File Required Bond(s)
 - **All Licensees:** \$15,000 Contractor's Surety Bond
 - **Corporate/LLC:** \$12,500 bond of qualifying individual for every RME and all RMOs who own less than 10% of voting stock or equity
 - **LLC:** \$100,000 LLC/worker bond
- Get Required Insurance Policies (**Filed by Insurance company/broker**)
 - All Licensees: Workers' Compensation Insurance (**See CSLB Website for Rules/Exemptions**)
 - LLC: Liability Insurance (**See CSLB Website for Amounts**)
 - No Workers? File Workers' Compensation Insurance Exemption w/CSLB (**Filed by Applicant**)



Your New License

Use Q&A to ask a question

- **Getting Your License**

- In 5-10 Business Days, CSLB will send you a wall certificate and plastic pocket license card
 - Display wall certificate in your main office or chief place of business
 - Carry pocket license card, especially in situations where you may solicit business, talk to potential customers, or sign contracts

- **License Will Be Good for Two Years**

- Your license will expire on the last day of the month when it was issued
- License issued today (9/4/2020) will expire on 9/30/2022

- **Ultimately, You're Responsible for Renewing Your License On-Time**

- Put Expiration Date on Your Calendar
- CSLB Sends Renewal Notice Approximately 60 Days Before Expiration



Your New License

- **Notify CSLB Within 30 Days If You Move or Change Business Address**
 - Renewal notice will be sent to the address of record on-file with CSLB
 - Postal Service will not forward state government mail
- **Notify CSLB Within 30 Days of All Changes to Personnel on License**

Use Q&A to ask a question



Home Improvement Salespersons

"HIS"

Use Q&A to ask a question

- Only select people can solicit, sell, negotiate, or execute home improvement contracts for outside of the contractor's normal place of business, regardless of \$ amount of contract (Business & Professions Code 7152)
 1. Official Personnel of Record on License
 - Individual Contractors
 - Qualifiers
 - Partners
 - Corporation Officers
 - LLC Responsible Managing Officers, Members, Managers, or Employees
 2. CSLB-Registered Home Improvement Salesperson (HIS)
- HIS can represent more than one licensee
- Licensee must notify CSLB in writing when they associate/disassociate a HIS with their license



Home Improvement Salespersons

"HIS"

Use Q&A to ask a question

- **Two Exceptions**
 - Those who only schedule appointments for a Registered HIS
 - Bona Fide "Service or Repair" People
 - Limited to the service and repair initially requested by the buyer/homeowner
- **Employing an Unregistered Salesperson**
 - Makes You Subject to Administrative Discipline
(Business & Professions Code 7154)
 - Unregistered Salesperson Can Be Charged with Criminal Misdemeanor or Administrative Citation
(Business & Professions Code 7153)

CONTRACTORS STATE LICENSE BOARD

GET LICENSED TO BUILD



Your Questions

Use Q&A feature to ask a question



CONTRACTORS STATE LICENSE BOARD

For Licensing or License Application Questions/Issues:

Licensing@cslb.ca.gov

Be sure to include your phone number and other relevant information, such as license number, or application fee number, and any other information that will help staff provide you a thorough response.

To Reschedule a Cancelled Exam

Exams@cslb.ca.gov

Be sure to include your name and application number.

Women in Construction

Social@cslb.ca.gov

We're trying to identify available resources specifically targeted to women considering a career in construction. Plus, is there a void that CSLB might be able to help fill.



CONTRACTORS STATE LICENSE BOARD

GET LICENSED TO BUILD



*An archived version will be placed
on CSLB's  Channel.*

Thanks for watching!



Send Us Your Comments: social@cslb.ca.gov

